



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Care Assistant Nights/Days	Role Profile Number: P/A
Grade: K Salary:	Date Prepared:
Directorate/Group: Adult Services	Reporting to: Registered Manager

Role Purpose:

- The care assistant will provide practical, emotional and Physical support for up to 39 people in the care home.
- The aim being to meet the needs of older people, for them to maintain skills in order to maximise their independence and maintain a high quality of life.
- The care assistant may be asked to work with other groups of service user's at the discretion of the Manager.

Role Accountabilities:

1. To be available to work within a flexible rota during days, weekends and bank holidays, to cover the needs of the service users.
2. To encourage and enable service users to develop and maintain skills to maximise independent living within a care home setting.
3. To assist service users with personal care as directed by their care plan and with nutritional intake as directed by their care plan.
4. As appropriate and in consultation with the Manager or senior staff, address issues of concern on behalf of the service user.
5. Maintain accurate and up to date records of work with service users, including report writing of occurrences and reporting any accidents or incidents that occur.
6. Attend training courses to improve and broaden knowledge and skills base and to keep up to date with current issues.
7. To work and adhere to the principles of our policies and procedures for example confidentiality, data protection act, together with national guidance and policies for supporting and valuing people.

8. To participate in regular building checks throughout the day/night for the safety of service users. Family, friends and staff team.
9. To provide emotional support for sick and dying service users in conjunction with family, friends and staff team.

Other Key Features of the role

1. To participate in moving and handling training and use equipment such as transfer boards, slide sheets, turntables and hoist as set down in service users care plans.
2. To be aware and comply with Health and safety, Manual handling, COSHH Food Hygiene Fire, First aid, and accident. Incident policies as set down by the organisation.
3. To assist the domestic staff in cleaning service users bedrooms, i.e. bed making cleaning of commodes and serving of meals when required. Or any other domestic task as required by the Manager

Knowledge and Experience

- Experience of caring for older people
- Experience of working in the community or care home on a one to one basis with service users.
- Knowledge of the issues affecting vulnerable people.
- Knowledge of Anti discriminatory practice.
- Understanding of health and safety manual handling issues.
- Understanding of the need to keep within professional boundaries

Statutory and or Qualifications required for this post:

To work towards gaining NVQ level 2 in Care.

Contacts and Relationships

- To be able to read and write English to record in service users files.
- To be able to communicate the needs of the service users to senior staff.
- To develop and maintain good communication with all relevant agencies and service user's family and social contacts, whilst only sharing information on a "need to know basis".
- To attend and participate in regular team meetings and supervision and maintain regular contact and communication with other team members.
- Communicate with service users at a level that they understand, whilst being respectful and

preserving dignity.

- Where joint work takes place, ensure communication with other team members.
- Keep accurate and complete records of all contact with service users.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Board Director	
Signature:	Date